



Lake Washington
School District No. 414

Redmond Elementary School

16800 NE 80th Street
Redmond WA. 98073
Office: (425) 702-3419
Fax: (425) 702-3420

Janice J. Heid
Principal

May 7, 2009

Dear Parents or Guardians:

Budget cuts from the state of Washington will affect class sizes and staffing at all schools in the Lake Washington School District. Because of this, teachers' assignments to grade levels next year may be changing.

Taking this into consideration, and as we begin to plan for placing students into classes for next year please know that there may be changes made in staffing even during the summer that may cause changes in class lists. In building classes, we take the following items starting at the top and moving down in their level of consideration.

- Academic achievement
- Boy/girl ratio
- Behavioral needs
- Current teacher input
- Students in special programs i.e. ELL
- Social needs
- Parent input

Time and care will be taken to create balanced classes using the following process:

1. Parents wishing to complete an optional "Parent Input Form" may do so between May 7 and May 27, 2008. These forms **must** be used for any parent input to be considered. You may find the form on the back of this letter.
2. Current teachers will fill out a placement card on each student.
3. The principal and current teacher will review Parent Input Forms to gain insights from parents about their children.
4. After placement cards are completed, current teachers, special education teachers, and specialists along with the principal will meet to create equally balanced class lists.
5. Notification will be made, as in the past, by posting new classroom lists on the school's entrance windows at 3:00 PM on Thursday, August 27, 2009.

The optional parent input forms are due in the school's office on or before May 27, 2009.

Sincerely,

Janice J. Heid
Principal

